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OFFICE OF STRATEGIC RESEARCH

Office Regulation 51-1

2 October 1967

INTELLIGENCE ACTIVITIES

MANAGEMENT OF INTELLIGENCE PRODUCTION

I. Purpose

This regulation prescribes Office policy, assigns responsibilities, and specifies procedures for the management of intelligence production.

II. Policy

The production and dissemination of intelligence in the Office of Strategic Research is centrally managed to assist the Director of Strategic Research to employ OSR resources, monitor OSR production, and control OSR dissemination effectively.

OSR management procedures are designed to insure that accurate and current information on OSR production is available for the DDI and other interested persons and offices. These procedures are also intended to facilitate, with minimum effort, the production of periodic reports on OSR production and to support OSR resource planning.

III. Scope

The production management responsibilities and procedures provided in this regulation apply to all intelligence projects produced in the Office of Strategic Research. An intelligence project is defined as any production effort undertaken by a component of this Office which results in the publication or dissemination of intelligence in any form and formally represents the position of the Office of Strategic Research. Such projects include formal publications, responses to ad hoc requests, contributions to the publications of other offices or agencies, and oral or written briefings.

This regulation does not apply to intelligence produced by this Office and published in the Central Intelligence Bulletin, the Current Intelligence Digest, the PDB, and in designated publications intended only for Internal CIA distribution. It does, however, apply to the regular and special

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articles intended for publication in the Current Intelligence Weekly Review and in the Current Intelligence Weekly Summary.

IV. Responsibilities

1. Planning Staff

The OSR Planning Staff (SR/PL) is responsible for managing the production scheduling, and monitoring the progress of all intelligence projects in the Office of Strategic Research. The Planning Staff will provide the necessary guidance and forms to the divisions of OSR and maintain those records and files which will enable it to report the status of OSR projects -- both periodically and on demand -- to the DDI, the D/OSR, and to other interested offices and persons.

2. Divisions

The chiefs of OSR divisions are responsible for managing and reviewing intelligence projects produced in their divisions. They will submit prospective division projects requiring D/OSR approval and insure that deadlines for D/OSR review and for final dissemination are met. Division chiefs will insure that all forms required for division projects are properly prepared and provided to the Planning Staff and that the Planning Staff is promptly informed of changes in the status of division projects.

3. Branches

OSR branch chiefs are responsible for managing and reviewing intelligence projects undertaken in their branches, for proposing new intelligence projects to division chiefs in the prescribed manner, and for keeping division chiefs and SR/PL advised of the current status of projects underway in the branches.

V. Procedures

1. Initiation of a new project

a. A new project, whether self-initiated⁴ or requested by an office or agency outside OSR, is to be approved by either the division chief or the D/OSR. D/OSR approval is specifically required prior to the initiation of projects which are to:

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- (1) respond to requests from senior Agency officials and other high-level policy officials;
- (2) result in formal publication;
- (3) provide a major contribution to a national intelligence estimate;
- (4) involve the efforts of more than one division; or
- (5) require an extensive expenditure of resources.

b. Projects are normally proposed for division chief or D/OSR approval by means of the OSR Production Control Card. In each instance the initiation of a project will be explained and justified by:

- (1) A summary statement of the background;
- (2) An explanation of the expected scope and major conclusions; and,
- (3) A statement of the relevance of the proposed project to a basic or specific intelligence need.

c. All project proposals are forwarded to the D/OSR through the Planning Staff. Proposals not requiring D/OSR approval of their initiation will be so identified in the space provided on the Production Control Card.

d. Where a deadline is too short to permit preparation of a Production Control Card prior to the initiation and completion of the project, the card will be completed and submitted to the D/OSR through the SR/PL as soon as possible after the action is completed.

e. Once an intelligence project is approved, the control card will be kept in the Project Control File of SR/PL. SR/PL, with the aid of the originating division, will insure that information on the card reflects the current status of the project.

f. The Production Control Card has two major purposes: to serve as the Project Initiation Memorandum and to enable SR/PL to keep an up-to-date record of the status of all OSR projects. It facilitates special and periodic reporting of OSR production and planning. In addition, it will enable OSR to adapt its production records to machine handling.

2. Weekly Production Meeting

A production meeting to review the status of OSR projects already scheduled or in production and to consider new projects is normally held each Friday. The meeting is chaired by the D/OSR or, in his absence,

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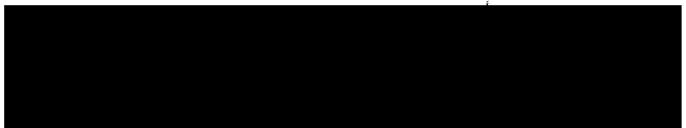
the DD/OSR or the Chief/SR/PL, and is attended by OSR division chiefs (or their representatives) and by appropriate staff members.

3. Weekly Production Report

a. At the weekly meeting, division chiefs provide each participant with draft entries for the Weekly Production Report, showing:

- (a) Recommended new projects (designated by asterisk)
- (b) The revised status of projects already scheduled.
- (c) Completed projects (on a separate sheet) with date of dissemination under "status".
- (d) Contributions to publications of other offices (also on separate sheet)

b. Entries approved by the D/OSR are used by the Planning Staff to compile the OSR Weekly Production Report for the DDI and for dissemination within OSR and to other offices.



BRUCE C. CLARKE, Jr.
Director

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